



**United States Department of Agriculture  
Office of the Chief Financial Officer  
National Finance Center  
Government Employees Services Division  
Functional Requirements Document (FRD) Process**

- External Request -

- o GESD Systems Requirements Branch (SRB) staff prepares FRD (in non-technical language), and sends completed FRD to the FRD mailbox.
- o Project Control Office (PCO) updates the ACCESS Timeline database
- o The Client Management Branch (CMB) Customer Service Representative (CSR) saves a copy of the unsigned FRD in the project folder on the S-Drive and forwards FRD to client for signature
- o Agency questions, issues or problems with the FRD should be provided to the appropriate CMB CSR
- o CSR contacts the appropriate SRB staff with agency's concern(s)
- o SRB Project Owner will issue a revised FRD if necessary
- o If FRD is not signed and returned within 2 weeks of date provided, CMB contacts the "Requesting Official/Contact Person" to confirm receipt of the FRD, and determine if the FRD meets with the agency's intent
- o Agency accepts and returns the signed FRD to CSR
- o CMB forwards the signed FRD to the FRD mailbox
- o Project Control Office (PCO) updates the ACCESS Timeline database and saves a copy of the signed FRD in the project folder located on the S-drive

- Internal Request -

- o GESD Systems Requirements Branch (SRB) staff prepares FRD
- o SRB forwards the completed FRD to the "Requesting Official" for signature **Note:** SRB will copy GESD Request when FRD is sent for signature.
- o PCO updates the ACCESS Timeline database
- o If FRD is not signed and returned within 2 weeks of date provided, PCO contacts the "Requesting Official" to confirm receipt of the FRD, and obtain a copy of the signed FRD
- o "Requesting Official" accepts and returns the signed FRD to SRB Analyst
- o SRB forwards the copy of the signed FRD to the FRD mailbox
- o PCO updates the ACCESS Timeline Database and saves a copy of the signed FRD in the project folder located on the S-drive

- (EmpowHR FRDs are produced by the Human Resources Applications Systems Branch (HRAS)).

- Community-Wide for major Scheduled Releases -

FRDs for request that impact the entire User Community, for major Scheduled Releases are posted on NFC Home Page. The web-site is updated every two weeks.

[Click here](#)

**Note:** When forwarding FRD to FRD mailbox, indicate on the subject line (1) project number, (2) Internal or External request, (3) Signed or Unsigned

**FRDs are required on all agency request(s), and community-wide modifications.**

**FRD Exceptions**

- Exceptions to the FRD process are:
  - o New Department / Agency implementations
  - o COTS software modifications (i.e. Finalist, etc.)
  - o Non-software modifications (i.e. TMGT data updates, MASC table updates, etc.)
  - o SPR/Problem Resolution and Emergencies